

# SENIOR CONSULTANT- (Classification Specialist)

## Sacramento, CA

### \$64,816-\$81,020 Annual Plus Bonus Opportunities

#### **THE POSITION**

Our Professional Consulting Services Group has an immediate vacancy for a **Classification Specialist** with **public sector** experience in the following functional areas: classification; compensation; training; organizational assessment and analysis; strategic planning; and project management. The ideal candidate will possess skill sets in more than one of the above listed areas as well as project management experience on complex HR consulting projects for public sector agencies.

Duties include but are not limited to:

- Communicates with internal and external clients to determine project needs; outlines scope of work, project timelines, and cost estimates; prepares proposals, letters of agreement, and contracts that are typically approved by a manager prior to submission.
- Conducts salary studies, classification studies, position audits, organizational development studies, recruitments, and other complex consulting projects as appropriate to client needs.
- Serves as a human resources analyst for public agencies, which involves traveling to the agency to perform a variety of personnel duties, such as recruitment, selection, classification, compensation, and labor relations.
- Compiles, organizes, analyzes and interprets data for projects and reports; prepares and presents recommendations.

#### **QUALIFICATIONS**

Any combination of education and experience that provides the desired competencies is qualifying.

**Education:** Master's degree in Human Resource Management, I/O Psychology, Business, Public Administration or related field.

**Experience:** Two to four years of professional experience in public sector human resources or personnel.

IPMA Certified Professional (IPMA-CP), Certified Specialist (IPMA-CS) or SHRM certification is highly desired.

#### **SELECTION PROCESS**

Qualified candidates must complete the online application form at: [www.cps.ca.gov](http://www.cps.ca.gov). We request that you submit your resume during the online application process. Applications will be reviewed for related experiences, appropriate level, and education. Qualified candidates will be requested to complete and submit a **supplemental questionnaire** (sent via e-mail); those determined to be most qualified may be invited to participate in an oral interview. The selected candidates must successfully complete a background check.

**FINAL FILING DATE** **Open Until Filled**



#### **THE ORGANIZATION**

CPS is a self-supporting public agency providing a full range of human resource services to the public and nonprofit sectors. We have unique expertise in delivering HR management and consulting services, employment testing, assessment services, and applicant tracking software to government agencies throughout North America. We assist organizations across the talent management continuum in recruiting, selecting, and developing employees.

**BENEFITS** Our excellent benefits package includes; health, dental, vision, life, retirement (CalPERS), and many other competitive benefits.

#### **CPS IS AN EQUAL OPPORTUNITY EMPLOYER**

To all, regardless of race, color, ancestry, religion, sex, national origin, marital status, age, sexual orientation, mental or physical disability, or perceived disability.



*Human Resource Services*

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800.822.4277 [www.cps.ca.gov](http://www.cps.ca.gov)